

Mr. Colby:

1. Tom Parrott would like to see you for a few minutes, and I suggested he follow you back from the Morning Meeting tomorrow morning.

2. Mr. Osborn would like to see you for about fifteen minutes, and I put him on the calendar for 2:30 on Friday, 10 November.

3. Tom Yale is on for 10:15 on Friday to discuss (a) the DCI Quarterly Voucher and (b) the Annual Report you have on your desk.

4. I have set up two lunches at your request:

a. John Kerry King on Friday, 17 November;

b. Maurice Ernst on Tuesday, 21 November.

Do you wish to eat at (a) ~~Cosmos~~ Club or (b) Rendezvous Room?

5. You have been asked to present the Career Intelligence Medal to [] EUR, at 11:30 on Thursday, 16 November. She would like a private ceremony; there would be eight present, including you, the awardee, the photographer, and a rep from O/D/Pers. The ceremony therefore could be held in your office. However, you once indicated you did not think it dignified enough, so I thought I should check with you: Your office OK _____ DCI Conference Room ☒. [] advised

6. You had previously been asked to present the Career Intelligence Medal to [] However, it turns out that she personally knows General Walters and therefore expressed a desire that he do the presenting if he were available. He is, so you're off the hook on that. You have, however, been invited to attend. Do you wish to do so? Yes ___ No ___

*Play by ear -- will
go if here.*

Barbara
9 November 72